

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT			1. CONTRACT ID CODE		PAGE OF PAGES 1 2		
2. AMENDMENT/MODIFICATION NO. A002		3. EFFECTIVE DATE See block 16c		4. REQUISITION/PURCHASE REQ. NO.		5. PROJECT NO. (If applicable)	
6. ISSUED BY GENERAL SERVICES OFFICE American Embassy 27 Napier Road Singapore 258508				7. ADMINISTERED BY (If other than Item 6)			
8. NAME AND ADDRESS OF CONTRACTOR (NO., street, city, county, State, and ZIP Code)				9a. AMENDMENT OF SOLICITATION NO. SSN10006R1115			
				9b. DATED (SEE ITEM 11) March 27, 2006			
				10a. MODIFICATION OF CONTRACT/ORDER NO.			
				10b. DATED (SEE ITEM 13)			
11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS - [X] The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers [X] is extended, [] is not extended. Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing Items 8 and 15, and returning one copy of the amendment;(b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.							
12. ACCOUNTING AND APPROPRIATION DATA (If required)							
13. THIS ITEM APPLIES ONLY TO MODIFICATIONS OF CONTRACTS/ORDERS, IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.							
A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.							
B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b)							
C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:							
D. OTHER (Specify type of modification and authority)							
E. IMPORTANT: Contractor [] is not, [X] is required to sign this document and return this copy to the issuing office.							
14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.) The purpose of Amendment A002 to Solicitation No. SSN10006R1115 is to (a) make changes to Sections 1 and 3 of the solicitation. The closing date for this solicitation is 26 May 2006 at 4.30 pm, Singapore time.							
Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.							
15A. NAME AND TITLE OF SIGNER (Type or print)				16A. NAME OF CONTRACTING OFFICER Michelle A. Burton			
15B. NAME OF CONTRACTOR/OFFEROR BY _____ (Signature of person authorized to sign)		15C. DATE SIGNED		16B. UNITED STATES OF AMERICA (Signed) BY _____ (Signature of Contracting Officer)		16C. DATE SIGNED 10 May 2006	

Offerors are requested to replace the following pages with attached pages marked “- A002”:

- (1) Section 1, Block 23 Prices: replace entirely.
- (2) Section 1, Block 20, Schedule of Supplies/Services: delete Section 1.0 through 1.15 and replace with attached 1.0 through 1.16.
- (3) Section 3, remove page 27 of the solicitation and replace attached page 27 of this A002.

(all changes are highlighted in yellow)

Close date and time of this solicitation is extended to May 26, 2006 at 4.30 pm.

SECTION 1 - THE SCHEDULE

CONTINUATION TO SF-1449, SOLICITATION NUMBER SSN10006R1115 PRICES, BLOCK 23

1. SCOPE OF CONTRACT

The Contractor shall perform gardening services, including furnishing all labor, material, equipment and services, for the U.S. Embassy Singapore. The price listed below shall include all labor, materials, insurance (see FAR 52.228-4 and 52.228-5), overhead, and profit. The Government will pay the Contractor the fixed price per month for standard services that have been satisfactorily performed.

After contract award and submission of acceptable insurance certificates, the Contracting Officer shall issue a Notice to Proceed. The Notice to Proceed will establish a date (a minimum of ten (10) days from date of contract award unless the Contractor agrees to an earlier date) on which performance shall start.

The performance period of this contract is from the start date in the Notice to Proceed and continuing for 12 months, with **four (4)** one-year options to renew. The initial period of performance includes any transition period authorized under the contract.

2.0 PRICING

2.1. BASE YEAR

The firm-fixed price for the first year of the contract is:

CLIN	Location	Price/month (\$\$)	Price/year (\$\$)
001	CMR – 8 Leedon Park		
001.1	Indoor Flower display at CMR (Section 1.16)		
002	DCR – 17 Swettenham Road		
003	Chancery – 27 Napier Road		
	GST 5%		
004	TOTAL		

2.2. FIRST OPTION YEAR PRICES

The firm-fixed price for the First Option Year of the contract is:

CLIN	Location	Price/month (\$\$)	Price/year (\$\$)
101	CMR – 8 Leedon Park		
101.1	Indoor Flower display at CMR (Section 1.16)		
102	DCR – 17 Swettenham Road		
103	Chancery – 27 Napier Road		
	GST 5%		
104	TOTAL		

2.3 SECOND OPTION YEAR PRICES

The firm-fixed price for the Second Option Year of the contract is:

CLIN	Location	Price/month (\$\$)	Price/year (\$\$)
201	CMR – 8 Leedon Park		
201.1	Indoor Flower display at CMR (Section 1.16)		
202	DCR – 17 Swettenham Road		
203	Chancery – 27 Napier Road		
	GST 5%		
204	TOTAL		

2.4 THIRD OPTION YEAR PRICES

The firm-fixed price for the Third Option Year of the contract is:

CLIN	Location	Price/month (\$\$)	Price/year (\$\$)
301	CMR – 8 Leedon Park		
301.1	Indoor Flower display at CMR (Section 1.16)		
302	DCR – 17 Swettenham Road		
303	Chancery – 27 Napier Road		
	GST 5%		
304	TOTAL		

2.5 FOURTH OPTION YEAR PRICES

The firm-fixed price for the Fourth Option Year of the contract is:

CLIN	Location	Price/month (S\$)	Price/year (S\$)
401	CMR – 8 Leedon Park		
401.1	Indoor Flower display at CMR (Section 1.16)		
402	DCR – 17 Swettenham Road		
403	Chancery – 27 Napier Road		
	GST 5%		
404	TOTAL		

2.6 GRAND TOTAL

BASE YEAR (CLIN 004): S\$ _____
 FIRST OPTION YEAR (CLIN 104): S\$ _____
 SECOND OPTION YEAR (CLIN 204): S\$ _____
 THIRD OPTION YEAR (CLIN 304): S\$ _____
 FOURTH OPTION YEAR (CLIN 404): S\$ _____
 GRAND TOTAL: S\$ _____

CONTINUATION TO SF-1449 SOLICITATION NUMBER SSN10006R1115 SCHEDULE OF SUPPLIES/SERVICES, BLOCK 20

1.0. PERFORMANCE WORK STATEMENT

The purpose of this contract is to obtain gardening services for real property owned or managed by the U.S. Government in Singapore. The Contractor shall perform gardening services at the following sites :

CMR – 8 Leedon Park
 DCR – 17 Swettenham Road
 Chancery – 27 Napier Road

1.2. GENERAL REQUIREMENTS

Maintenance and appearance of the grass, shrubbery, garden areas, trees, and related landscape elements of the U.S. Post and properties are an important part of the representational responsibilities of the U.S. mission. The Government will measure the Contractor's work by the appearance of the landscape covered by this contract. The Contractor shall perform complete

gardening and landscape maintenance services as described in this contract for all Government properties listed in 1.14. The Contractor shall include all planning, administration, and management necessary to assure that all services comply with the contract, the COR's schedules and instructions, and all applicable laws and regulations. The Contractor shall meet all of the standards of performance identified in the contract. The Contractor shall perform all related support functions such as supply, subcontracting, quality control, financial oversight, and maintenance of complete records and files.

1.3. MANAGEMENT AND SUPERVISION

1.3.1. SUPERVISION. The Contractor shall designate a representative who shall be responsible for on-site supervision of the Contractor's workforce at all times. This Project Manager shall be the focal point for the Contractor and shall be the point of contact with U.S. Government personnel. The Project Manager shall have sufficient English language skill to be able to communicate with members of the U.S. Government staff. The Project Manager shall have supervision as his or her sole function ~~and must be at the minimum a horticultural diploma holder.~~

1.3.2. SCHEDULES. The Contractor shall maintain work schedules. The schedules shall take into consideration the hours that the staff can effectively perform their services without placing a burden on the security personnel of the Post. The Contractor shall deliver standard services between the hours of 8:00 am and 6:00 p.m. Monday through Friday except on local and American holidays (see DOSAR 652.237-72 Observance of legal holidays and administrative leave) for all 3 sites. For all 3 sites, partial services shall also be performed on Saturdays that are not local or US holidays. These partial services are leaf and debris cleanup and removal and may be performed between the hours of 9:00 am and 6:00 p.m. on Saturdays. No work shall be performed on Sundays. For those items other than routine daily services, the Contractor shall provide the COR with a detailed plan as to the personnel to be used and the time frame to perform the service.

1.3.3. QUALITY CONTROL. The Contractor shall be responsible for quality control. The Contractor shall perform inspection visits to the work site on a regular basis. The Contractor shall coordinate these visits with the COR. These visits shall be surprise inspections to those working on the contract.

The Contractor shall make regular inspections of all trees located within the boundaries of the sites and inform the COR of dying/diseased trees or branches, or trees that are infested with termites. Cutting of trees above 3m are not included under this contract.

The Project Manager shall perform a minimum of one monthly inspection of all 3 sites with the COR or his representative.

1.3.4 TECHNICAL GUIDANCE. The Contractor shall have the services of a trained horticulturist with experience in the climate and soil conditions found locally to give technical guidance to the Contractor's work force and to develop and guide the Contractor's programs for lawn and tree care.

1.3.5. GROUNDS MAINTENANCE PLAN. The Contractor shall submit an annual Grounds Maintenance Plan (see Section 3, A.2.(6)) that reflects the proposed frequency for meeting the requirements of this contract. The Grounds Maintenance Plan will be developed to fit the requirements of local conditions, types of vegetation, and climate factors. The Contractor shall submit the Grounds Maintenance Plan to the COR for approval within 10 days after contract award.

1.4 LAWN CARE

1.4.1. GRASS CUTTING. The Contractor shall maintain the height of grass between 4 and 6 centimeters. Grass cutting must be conducted on a regular basis, with increasing frequency when the weather is conducive to botanical growth. All grass areas within the Embassy compound shall be kept free of any brown-outs. The Contractor is responsible for all equipment and fuels needed to complete this task.

1.4.2. EDGING. The Contractor shall at all times maintain the edges of botanical growth along flower beds, sidewalks, driveways, and curbs keeping the edges neat and symmetrically trim.

1.4.3. TRIMMING. The Contractor shall trim grass around trees, shrubs, cultivated areas, sprinkler heads, valves, fences, buildings, poles, and structures, to match and blend in with the height of the surrounding grass.

1.4.4. WEEDING. The Contractor shall weed the grounds and gardens on a continuous basis to prevent the growth of weeds into lawn and landscapes. The Contractor may use weed-killing chemicals to prevent the growth of weeds to eliminate grass and weeds in the cracks and joints within or along sidewalks and curbs. The Contractor shall obtain approval of the COR for all applications of weed killers. **Manual removal of weeds is preferred to chemical removal wherever possible.**

1.4.5. TURF REPAIR AND RE-ESTABLISHMENT. The Contractor shall, whenever necessary, repair areas damaged by vehicular traffic, oil and gas, building repairs, and normal foot traffic. The damaged area shall be filled in and leveled, seeded or planted, and maintained to conform to adjacent areas.

1.4.6. The method, frequencies, and dates of grass cutting, hedging, trimming, weeding, and turf repair shall be part of the contractor's Grounds Maintenance Plan.

1.5. PRUNING

1.5.1 The Contractor shall maintain trees, shrubs, hedges, bushes, vines, ground cover and flowers.

1.5.2. The Contractor shall prepare a written schedule, as part of the Grounds Maintenance Plan, showing the method, frequencies, and dates of pruning.

1.5.3. The Contractor shall prune all shrubs, vines, bushes, ground cover, and trees to:

- direct and encourage plant growth in directions desired,
- remove dead and unsightly growth, and
- maintain a neat and attractive appearance.

The Contractor shall prune according to the schedule in the Grounds Maintenance Plan to ensure that all heavy pruning is accomplished during the proper season according to best horticultural practice. The Contractor shall prune all hedges and shaped shrubs to maintain proper shape at all times.

1.5.4. The following access road areas leading to the Embassy's rear Sallyport also require pruning to keep the overhanging branches away from the road line:

- (a) the round-about along Sherwood/~~Ritchie Road junction~~ Road.
- (b) Sherwood Road driveway leading to the Rear Sallyport

The Contractor's only responsibility for these road areas is to keep branches trimmed so that they do not hamper vehicular traffic and to remove cuttings. The Contractor is not required to perform other services, eg fertilizing, weeding, removing and replacing trees or shrubs, etc.

1.6. LEAF REMOVAL. The Contractor shall, on a daily basis, remove leaves and twigs and branches from the properties listed in Section 1.14. - LOCATIONS FOR GARDENING SERVICES. Most of the botanical debris will be mulched at each site. Garden debris/waste not suitable for use as mulch must be collected and disposed. (See 1.7). At 17 Swettenham Road, all dead leaves, plant growth and other debris must also be removed from the flat roof and surface gutters of the

- a) patio
- b) dining room
- c) servants quarters and
- d) guardhouse.

The Contractor shall not remove the debris from high-level, second floor roof gutters.

1.6.1. For the CMR and DCMR sites, the Contractor shall remove the growth of moulds, lichens and other slippery botanical growth on the driveways and car parks. The Contractor shall present a plan for control of such undesirable growth as a part of its Grounds Maintenance Plan.

1.7. RECYCLED MATERIALS. The Contractor shall promote recycled uses for lawn and tree debris in meeting other gardening needs, such as mulch and compost. An area designated by the COR and concealed from the primary building at each site may be used by the Contractor for this purpose. All compost/mulching sites must be kept without spill-over of mulch beyond boundaries of the sites.

1.8. REMOVAL OF DEBRIS. The Contractor shall remove foreign material, cuttings, grass, leaves, bark, limbs, dead vegetation, paper, and trash from the maintained areas including walkways, stairways and curbs within or adjacent to the area. The Contractor shall remove all debris and equipment from the work site before the end of each workday. Debris removal shall prevent unsightly accumulation. The Contractor shall promptly remove collected debris to an

authorized disposal site. The Contractor must place the daily collection of bags filled with debris at the mulching pit at each location, and remove the accumulated bags on Mondays and Thursdays only. If a holiday falls on Monday or Thursday, the Contractor must remove the accumulated trash bags on the working day prior to each holiday. The Contractor is responsible for all expenses incurred in the collection and disposal of debris.

1.9. WATERING.

1.9.1. The Contractor shall water lawns, flowers, shrubs, and trees to provide for moisture penetration to a depth of 7 centimeters. If natural precipitation is sufficient to fulfill this requirement, the Contractor may request the COR's permission to suspend watering to avoid too much water in the soil.

1.9.2. The Contractor shall present the method, frequencies, and dates of watering in a written schedule in the Grounds Maintenance Plan. The schedule shall take into account the kinds of vegetation, local soil conditions, and the seasonal variations in plant moisture requirements.

1.9.3. The Contractor shall provide all hoses, portable sprinklers, and other similar irrigation equipment.

1.9.4. The Government shall furnish the supply of water.

1.10. FERTILIZER.

1.10.1. The Contractor shall fertilize and lime the soil to promote proper health, growth, color, and appearance of cultivated vegetation, following proper horticultural practice for the types of vegetation, soil, weather conditions, and seasons of the year.

1.10.2. The Contractor shall present the method of application, fertilizer type, frequencies, and dates of fertilizing and liming in the Grounds Maintenance Plan.

1.10.3. The Contractor shall fertilize the lawn areas a minimum of two times per year.

1.10.4. The Contractor shall fertilize trees, shrubs, bushes, hedges and plants a minimum of once a year.

1.11. PEST AND DISEASE CONTROL. The Contractor shall maintain a program for controlling pests and plant disease so as to maintain flowers, shrubs, vines, trees and other planted areas in a healthy and vigorous condition. The Contractor shall obtain approval of the COR for all pesticides.

The Contractor shall present a plan for pest and disease control as a part of its Grounds Maintenance Plan.

1.12. HAZARDOUS AND TOXIC SUBSTANCES. It is the Contractor's responsibility to ensure the safe handling, application, removal and environmentally sound disposal of all hazardous

1.13. **REPLACEMENT OF PLANTS.** At no additional cost to the Government, the Contractor shall replace any tree, bush or shrub that is killed or rendered unusable for its intended purpose through negligent or irresponsible practices that are attributable to the Contractor.

1.13.1. For all sites, the Contractor shall be responsible for **removing** and **replacing** plants, shrubs, and trees below three (3) meters in height when these die under any circumstance, including old age or weather conditions and lightning strikes. Removal and replacement of dead/dying trees (not due to the Contractor's negligence) above 3 meters height will be the Government's responsibility.

1.14. **LOCATION FOR GARDENING SERVICES**

The Contractor shall provide gardening services specified herein at the following sites:

SITE: 27 Napier Road (Chancery)

SERVICE AREA: All planted and soil areas within the property boundaries. The following areas outside the property boundaries are **to be maintained but Contractor is NOT responsible for removing and replacing trees/shrubs of any size:**

- (1) the narrow grass strip at the rear car park between the Embassy fence and Ritchie Road, including area behind the PUB transformer building,
- (2) round-about along Sherwood Road leading to the rear entrance of the Embassy (**pruning only**)
- (3) **Sherwood Road** driveway leading to the Rear Sallyport (**pruning only**).

The following areas are outside the property boundary but Contractor **IS** fully responsible for maintenance **including** removal and replacement of shrubs:

- (4) the slope between the fence and the sidewalk along Napier Road,
- (5) all the flower beds and planters at the main entrance.

NOT INCLUDED: The Contractor is not required to sweep the sidewalks, driveways, or clean the pools.

SITE: 8 Leedon Park (CMR)

SERVICE AREA: Entire grounds within the property boundary to include garden, lawn, parking lots, driveways, sidewalks, patios and pool deck area.

Also included are two porch-sized grassy areas on each side of the gate entrance outside the guard house.

SITE: 17 Swettenham Road (DCMR)

SERVICE AREA: Entire grounds within the property boundary to include garden, games court, driveway, car park, sheltered open area below servant's quarters, the flat roof above the dining and patio and the garage/servant's quarters and the guard house.

Also included are grassy areas on each side of the gate entrance outside the guard house.

NOT INCLUDED: gutters on the second floor roof

1.15. STORAGE

Gardening tools and supplies must be neatly stored away in the designated storage areas at the CMR, DCMR and Chancery. ~~Storage is not available at the Chancery.~~ Fertilizer must not be stored in any of the 3 locations.

1.16. SPECIAL INDOOR REQUIREMENTS AT THE CMR

Indoor flower displays are required at the CMR. The displays include a larger centre table display at main door entrance and 2 smaller side table displays for the patio. The Contractor shall also provide 2 potted palms (approximately 4ft tall) and place colorful flowering plants at the front entrance of the main house. He or she shall make regular changes to these displays to keep them looking fresh and presentable.

2.0. WORKING HOURS

All work shall be performed during **Mon-Fri, 8 am to 6pm; Sat, 9 am to 6pm** except for the holidays identified in the Addendum in Section 2. Other hours may be approved by the Contracting Officer's Representative. The Contractor must provide at least 24 hour advance notice to the COR who will consider any deviation from the hours identified above.

3.0 DELIVERABLES

The following items shall be delivered under this contract:

Description	QTY	Delivery Date	Deliver to
Ground Maintenance Plan (Block 20, Section 1.3.5.)	1	10 days after contract award	COR
Names, biographic data, police clearance on Contractor personnel (Block 20, Section 4.4.1.)	1	10 days after contract award	COR
Certificate of Insurance (Block 20, Section 6)	1	10 days after contract award	CO
Transition Plan (Block 20, Section 8)	1	10 days after contract award	COR
Invoice (Block 20, Section 10)	1	Monthly, after completion of service for that month	COR

4.0. PERSONNEL REQUIREMENTS

4.1 GENERAL. In view of security considerations, the Contractor shall provide **a dedicated team of workers** for this contract. The Contractor shall maintain discipline at the site and shall take all reasonable precautions to prevent any unlawful, riotous or disorderly conduct by Contractor employees at the site. The Contractor shall preserve peace and protect persons and property on site. The Government reserves the right to direct the Contractor to remove an employee from the worksite for failure to comply with the standards of conduct. The Contractor shall immediately replace such an employee to maintain continuity of services at no additional costs to the Government.

SECTION 3 – SOLICITATION PROVISIONS

FAR 52.212-1, Instructions to Offerors -- Commercial Items (JAN 2005) is incorporated by reference. (See SF-1449, block 27a).

ADDENDUM TO 52.212-1

A. SUMMARY OF INSTRUCTIONS. Each offer must consist of the following:

A.1. A completed solicitation, in which the SF-1449 cover page (blocks 12, 17, 19-24, and 30 as appropriate), and Section 1 (Price Schedule) has been filled out.

A.2. Information demonstrating the offeror's/quoter's ability to perform, including:

(1) Name of a Project Manager (or other liaison to the Embassy/Consulate) who understands written and spoken English, his/her qualifications and experience relevant to this solicitation **(the minimum qualification is a horticultural diploma). If the proposed Project Manager does not have a horticultural diploma, provide name and experience of the proposed horticulturalist.**

(2) Evidence that the offeror/quoter operates an established business with a permanent address and telephone listing;

(3) List of clients, demonstrating prior experience with relevant past performance information and references;

(4) Evidence that the offeror/quoter can provide the necessary personnel, equipment, and financial resources needed to perform the work;

(5) Evidence that the offeror/quoter has all licenses and permits required by local law (see DOSAR 652.242-73 in Section 2).

(6) A proposed Ground Maintenance Plan for accomplishing the requirements of this contract, *for example*, personnel requirements, schedules, inspection methods, frequency for application of chemicals, types of chemicals, types of equipment for each site, how undesirable plant growth is to be controlled, how to prevent browning-out of lawn grass, recycle plan. The proposed Ground Maintenance Plan, if accepted for award, may be finalized after award and attached as ATTACHMENT C to the contract.

A.3. IF REQUIRED BY THE SOLICITATION, PROVIDE EITHER:

- (a) a copy of the Certificate of Insurance, or
- (b) a statement that the contractor will get the required insurance, and the name of the insurance provider to be used.

Important Note to Offerors: The Offeror shall submit **1 copy of A.1. and 4 copies of A.2. and A.3.**